

Welcome to the BEACON SAP *TM300 – Time Administration* training course.

**Notes:** 

# Prior to attending this course you should have taken the following prerequisites: - BEACON Overview - BC100 - SAP Basic Navigation - BC110 - Time Overview - TM200 - Introduction to Time Administration - TM220

There are four pre-requisites that you must take before attending this class. Attending these pre-requisites ensures that you are prepared to learn the new processes, concepts, terms, and data entry skills that are covered in this course.

Notes:

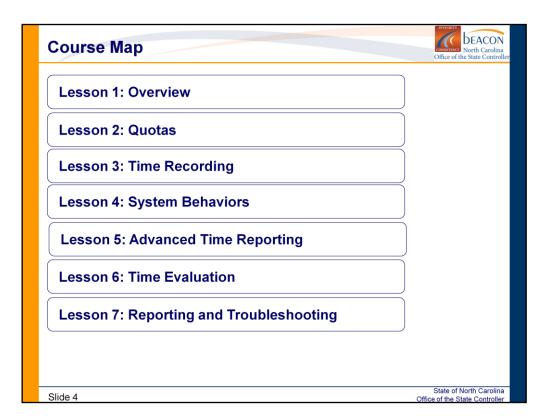


Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.

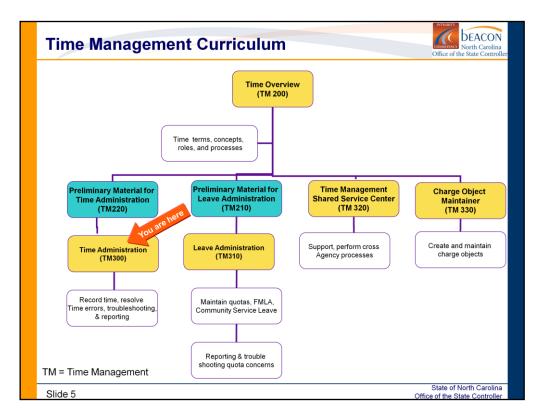
Also ensure that others have a quality training experience. Please turn your cell phones off during class so others are not disturbed. Thanks.

Notes:

### **TM300 – Time Administration**



### Notes:



As noted in the pre-requisites, this class is preceded by the web based course *TM220 – Preliminary Material for Time Administration*.

**Notes:** 

### **Course Objectives**



Upon completion of this course, you should be able to:

- Describe Time Administration process
- · Describe time Roles and Responsibilities
  - Time Administrators vs. ESS
- · Define new time recording terms and concepts
- · Identify new time codes using Time Administration Quick Reference Card
- · Review work schedules
- · Describe premium pay eligibility
- · Perform review of leave quotas
- · Record, review, and correct time in SAP
- · Describe system behaviors
- · View common time evaluation error messages
- · Perform general time reporting and troubleshooting

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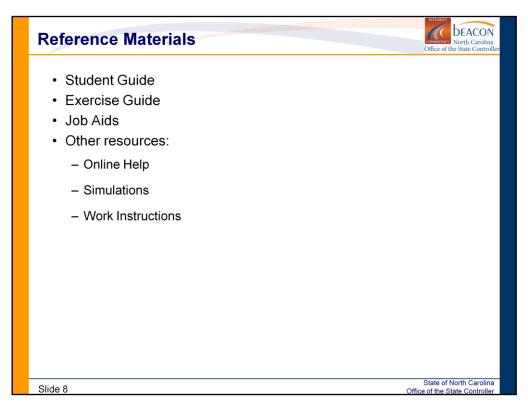
State of North Carolina

This course is designed to provide you with knowledge and skills necessary to perform Time Administration in BEACON SAP.

Notes:

•	Tell me	Concepts Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN				
٠	Show me	Demonstrations Instructor will demonstrate Job-related tasks performed in SAP – HANDS OFF				
•	Let me	Exercises Student will complete the exercises which allows for hands-on practice in class – HANDS ON				
•	Support me	Availability				
		Instructor will be available to answer questions while the students complete the exercises				

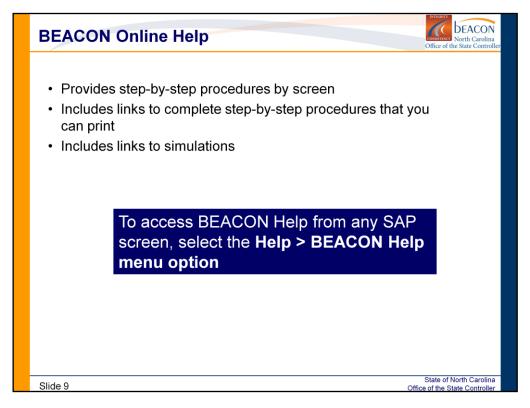
## Notes:



Simulations let you practice using SAP in a clearly defined and safe environment. Each simulation has instructions to guide you through the task.

Simulations are available only for select transactions.

**Notes:** 

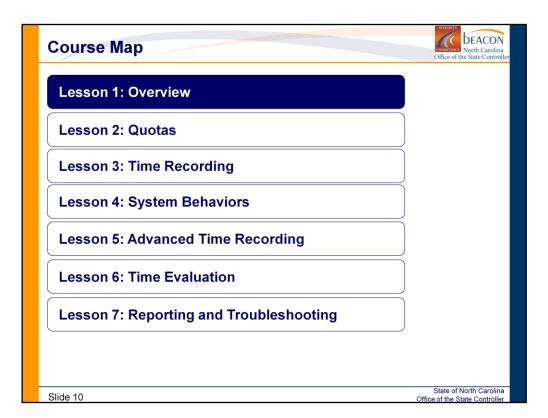


To access BEACON online help:

http://help.mybeacon.nc.gov/beaconhelp/

**Notes:** 

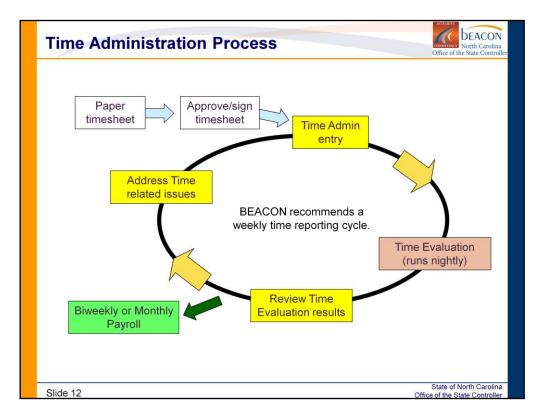
### **TM300 – Time Administration**



### Notes:

# Lesson Objectives Upon completion of this lesson, you should be able to: Describe the Time Administration process Describe time Roles and Responsibilities Time Administrators vs. ESS Define new time recording terms and concepts Review work schedules Describe premium pay eligibility

Notes:

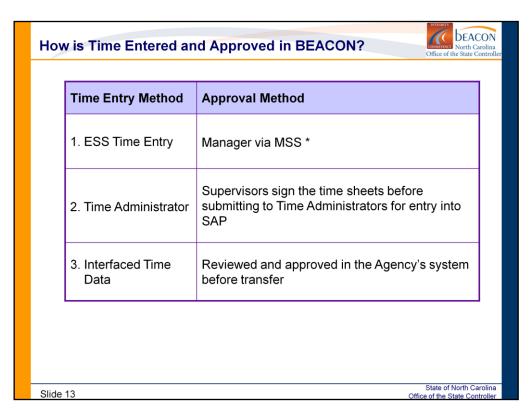


The process flow above covers the Time Administration process from the point of view of agencies using timesheets.

Time entered by an employee via ESS will be approved by a manager in the MSS Portal. Once approved, time is picked up by the nightly run of Time Evaluation, shown above in red.

Time provided by Interface will be picked up by Time Evaluation shown above.

**Notes:** 



\* ESS Time may also be approved in BEACON SAP by a Time Approver. This responsibility is assigned to select Payroll Administrators and HR Master Data Maintainers. It is a backup role and intended to be performed on an exception basis.

### **Notes:**

# New Terms and Concepts Personnel Subarea Calendar Work Schedules Time Management Settings Premium Pay State of North Carolina Office of the State Controller

Each of the items above is a key component used by SAP to derive premium pay.

- Personnel Subarea The subarea defines the employee's relationship to the State and plays an important role in their time in SAP
- Calendar Assigned calendar in SAP. Will determine which days are eligible for holiday premium pay
- Work Schedule Assigned combination of daily work schedules. Indicates when employee is expected to work. Maintained by HR Master Data Maintainer
- Time Management Settings Hold key time data for Position in SAP
- Premium Pay Shift premiums, holiday premium, and weekend premiums that may be payable based on an employee's work schedule and/or hours recorded

Notes:

### **Current List of Work Schedules**



 You can find the most current list of work schedules outside of SAP on the BEACON Training website:

http://help.mybeacon.nc.gov/beaconhelp/human\_resources/time/job\_%20aids/ex\_work\_schedule\_jobaid.xls

- New work schedule requests should be directed to the BEST Shared Services.
- Questions about existing Work Schedules should be directed to your local HR Master Data Maintainer

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Not all work schedules are valid in all agencies.

**Notes:** 

### View Target Hours/Work Schedules in SAP



- View Daily Target Hours CAT2
  - You may view daily target hours using transaction Enter Time CAT2

**NOTE:** CAT2 does not show the work schedule rule or shift description.

- Display Work Schedule/Shift Description PA61
  - You may view an employee's work schedule rule, shift description, and any active substitutions using transaction PA61.

**NOTE:** HR Master Data Maintainers are responsible for updating an employee's work schedule.

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Notes:

### 1:1 - Walkthrough



### Log On SAP

 You need to log on the SAP training client so that you can complete course exercises.

### Instructions

- Use the steps and data provided below to log on to SAP in the classroom.
  - 1. Access the SAP portal web page.
  - Enter the User ID and password that is assigned to your classroom PC.
  - 3. Click the Log on button.
  - 4. Click Yes to confirm the security message displayed.
  - 5. Click the SAP GUI tab.
  - 6. Click the training client specified by your Instructor.
  - 7. Stop when you have reached the SAP Easy Access screen.

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Notes:

## Time Management Infotypes



Employee Settings:

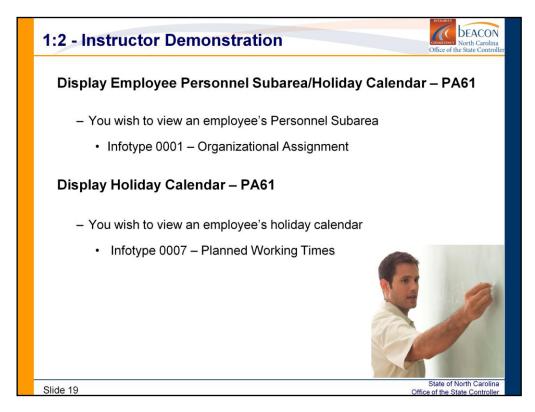
• The following Infotypes hold key time data specific to the employee:

Infotype #	Name	Description				
0001	Organizational Assignment	Holds organizational data such as Employee Group, Employee Subgroup, and Personnel Subarea				
0007	Planned Working Time	Work schedule and working hours				
0315	Time Sheet Defaults	Indicates if a timesheet is required				
0552	Time Specification Employment Period	Length of Service/Prior Service. Relevant to accruals				

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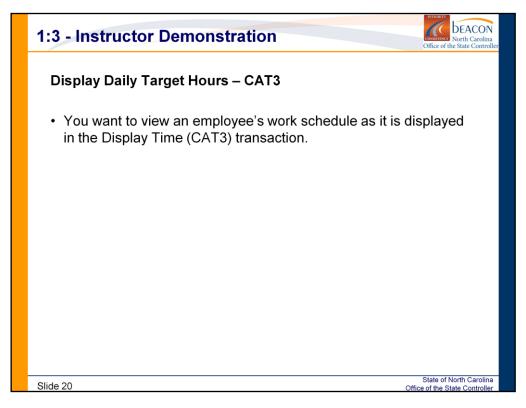
There are many infotypes that are relevant for Time processing.

Notes:



Refer to your exercise guide for step by step instructions for this demonstration.

**Notes:** 



Refer to your exercise guide for step-by-step instructions for this demonstration.

**Notes:** 

## Time Management Settings



### Premium Pay Eligibility:

- Overtime Compensation Eligibility and Rate
- Night Shift Premium Eligibility and Rate
- Evening Shift Premium Eligibility and Rate
- Holiday Premium Rate and Payout
- · Weekend Shift Premium Eligibility and Rate
- On Call Eligibility and Rate
- Call Back Eligibility

**NOTE:** These position settings stored on Infotypes 9005-9016 control premium pay eligibility.

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Overtime Compensation Eligibility and Rate (9005) - If time worked beyond the overtime limit (40 hours, etc) is to be paid or accumulated as compensatory time, the position must have a valid 9005 record.

**Night Shift Premium (9007) -** Positions eligible for this premium must have a valid 9007 record. OSP approved rates other than the default of 10% must be entered in the rate field.

Evening Shift Premium Eligibility and Rate (Infotype 9008) - Positions eligible for this premium must have a valid 9008 record. OSP approved rates other than the default of 10% must be entered in the rate field.

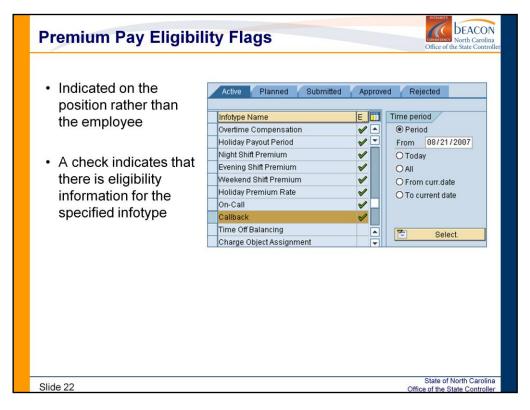
Weekend Shift Premium Eligibility and Rate (Infotype 9009) - Positions eligible for this premium must have a valid 9009 record. OSP approved rates other than the default of 10% must be entered in the rate field.

**Holiday Premium Rate and Payout (Infotype 9010) -** OSP approved rates other than the default of 50% must be entered in the rate field. A 9010 record is only required if the Holiday Premium Rate is different than 50%.

On Call Eligibility and Rate (Infotype 9011) - Positions eligible for On-Call compensation must have a valid 9011 record. The accrued box should be checked if the time is to be collected as On-Call comp time. The rate field must be populated with the OSP approved on-call rate.

**Call Back Eligibility (Infotype 9012) -** Positions eligible for Callback compensation must have a valid 9012 record. The decision to pay vs. comp is determined by the Callback Accrual checkbox.

Notes:



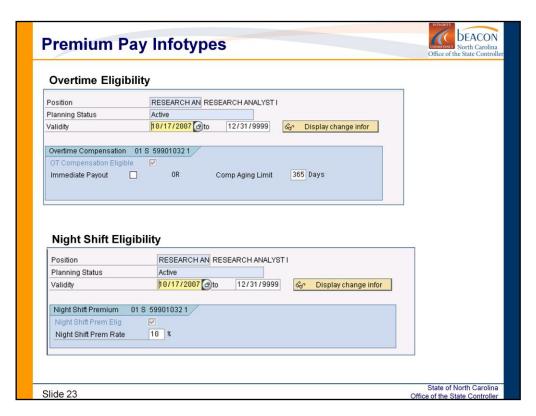
The OM Master Data Maintainer is authorized to adjust Position settings.

Position settings are based on Positions and Agencies must maintain consistency between similar Positions.

The use of specific premium codes is meant as an exception to the employee's regular schedule. While the system allows for premium codes, the use of these codes may invite abuse, or affect fairness among employees. Wherever possible, employees should be substituted to the appropriate shift.

### **Instructor Note:**

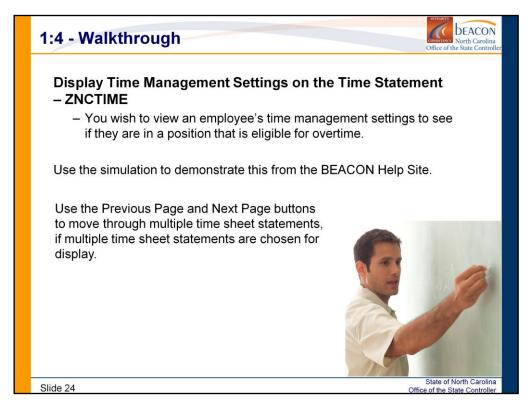
Premiums that are explicitly coded and also derived from the shift assignment will not double up. Notes:



These are examples of the infotypes that store the Premium Pay eligibility. Eligibility may be restricted to a specific period of time by adjusting the validity date.

Time Administrators can see an employee's time management settings on the employee's Time Statement (ZNCTIME).

**Notes:** 



Refer to your exercise guide for step by step instructions for this walkthrough.

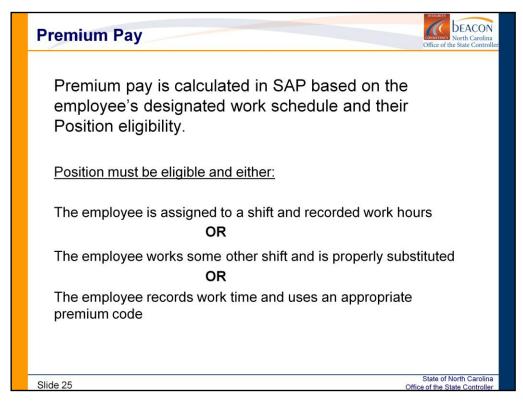
### **Instructor Note:**

The position setting specific to an employee found on the last page of the employee's time statement. Time Administrators may review the information and request changes through the HR Master Data Maintainer.

### **Instructor Note:**

The ZNCTIME functionality is not currently available.

Notes:



The amount of premium pay is derived from the Position settings.

9005 - OT Eligibility and Pay Provisions

9006 - Holiday Pay Provisions

9007 - Night Shift Eligibility and Rate

9008 - Evening Shift Eligibility and Rate

9009 - Weekend Shift Eligibility and Rate

9010 - Holiday Premium Rate

9011 - On Call Eligibility, Rate and Pay Provisions

9012 - Callback Eligibility

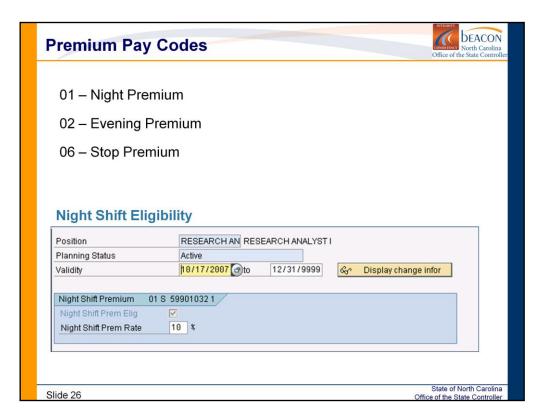
**Eligibility:** Usually just a check box – if checked, the employee is eligible.

**Pay provisions:** Pay it, comp it, or pay it after a specific period of time. e.g. Employee is eligible for OT, but it will be banked as Comp Time, and then it will be paid in 60 days if the Comp Leave hasn't been taken.

**Rates:** Some specialized Positions carry rates other than the standard 10%. An agency may designate the amount of the premium applicable for a Position.

For further information on premium pay, please consult the Personnel Manual available online at <a href="http://www.osp.state.nc.us/manuals">http://www.osp.state.nc.us/manuals</a>.

**Notes:** 

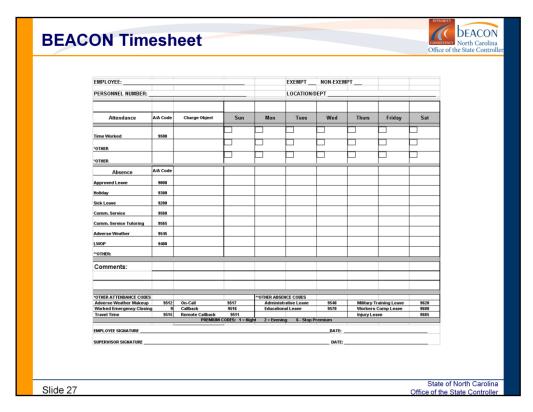


SAP knows the days of the week. An employee that records "02" (Evening Premium) on a Saturday would receive Evening and Weekend premium if the Position was eligible.

The default weekend behavior is from the night shift Friday night through the end of the Sunday night shift (early Monday morning).

The 06 (Stop Premium) code is meant to be used for the rare circumstance when an employee that is normally on a night shift is required to attend training during the day. A substitution is the correct way to reflect the change in the employee's expected work hours. This code is provided as a last resort solution to avoid overpayment to the employee.

**Notes:** 



In order to simplify entry into SAP a BEACON timesheet has been created. This timesheet is optimized to ease data entry in the Record Time (CAT2) transaction.

An example of the BEACON Timesheet is on the last page of this student guide. Note that agencies may choose to adopt the new sheet, or modify it to meet their needs.

### Timesheet characteristics:

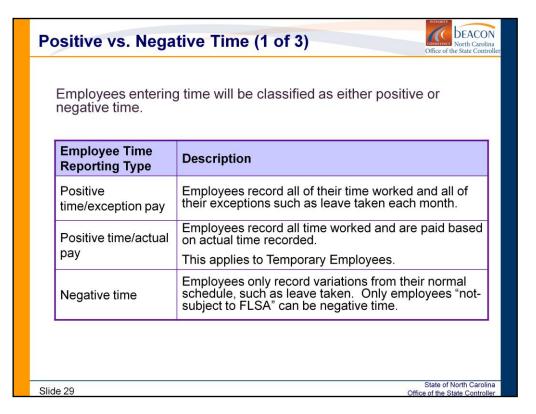
- · No running totals
- · Weekly not monthly
- · Personnel number
- No Social Security Number
- Attendance/Absence codes
- · Premium time codes

**Notes:** 

### **TM300 – Time Administration**

EMPLOYEE:					EXEMPT	NON-EXEM	IPT			
PERSONNEL NUMBER: _					LOCATION/I	EPT				
Attendance	A/A Code	Charge Object	Sun	Mon	Tues	Wed	Thurs	Friday	Sat	
Time Worked	9500			L		닏	닏		닏	
OTHER				Ľ	닏	닏	닏	닏	Ľ	
OTHER			$\vdash$	<u> </u>	$\vdash$	<u> </u>	<u> </u>	$\vdash$	<u> </u>	
Absence	A/A Code									
Approved Leave	9000									
Holiday	9300									
Sick Leave	9200									
Comm. Service	9560									
Comm. Service Tutoring	9565									
Adverse Weather	9545									
LWOP	9400									
"OTHER:										
Comments:										
o cinimo incinio.										
'OTHER ATTENDANCE CODES				"OTHER ABSE	NCE CODES					1
Adverse Weather Makeup	9512	On-Call	9517	Administ	rative Leave	9540	Military T	raining Leave	9620	1
Worked Emergency Closing Travel Time	9515	Callback	9516	Education	al Leave	9570		Comp Leave	9680 9685	
Travel Time	3515	Remote Callback PREMIUM	9511 CODES: 1 = Nig	ht 2 = Evenir	ig 6 - Stop F	remium	Injury Le	ive	3685	
EMPLOYEE SIGNATURE						DATE:				
						DATE:				

## Notes:



All employees impacted by the BEACON system may be categorized into one of three time-entry groupings.

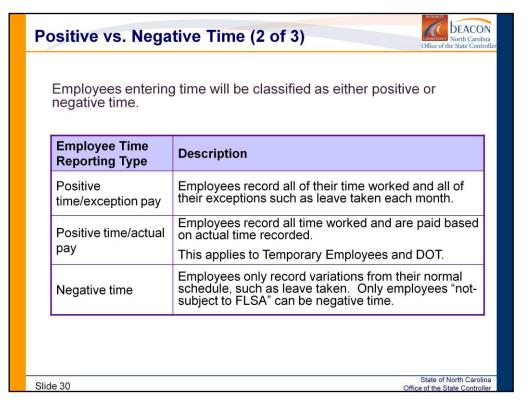
<u>Positive Time/Actual Pay:</u> This means the employee must record all hours, including hours worked and leave. Failure to record time will result in the employee not being paid.

 NOTE: This method of time capture applies to all temporary employees, regardless for which agency the employee works. It is important to be aware that all temporary employees must enter time to receive payment. All temporary employees are paid on a biweekly basis and will receive pay two weeks (one pay cycle) after each timesheet has been submitted and approved following the end of the pay cycle.

Positive Time/Exception Pay: This means employees must enter all time worked, as well as any absences or leave time used. Employees receive their monthly base pay unless the Leave Without Pay (9400) code is recorded. What this means is that Positive Time/Exception Pay employees will continue to receive their regular monthly pay unless exceptions are entered into the system. An exception could be entering the Leave Without Pay (9400) code. In this case the employee's pay would be reduced by the number of hours indicated, if they are below the scheduled work hours. Another exception may be for an employee who is entitled to overtime time pay and enters more than 40 hours of Time Worked (9500) into the system. This particular employee would be entitled to overtime pay, and his or her pay would reflect that.

**Note**: All employees that are subject to FLSA fall into one of the Positive Time categories.

Notes:



**<u>Megative Time:</u>** An employee must only record variations from his or her normal schedule, such as leave taken. Holiday Leave (9300) is not considered an exception.

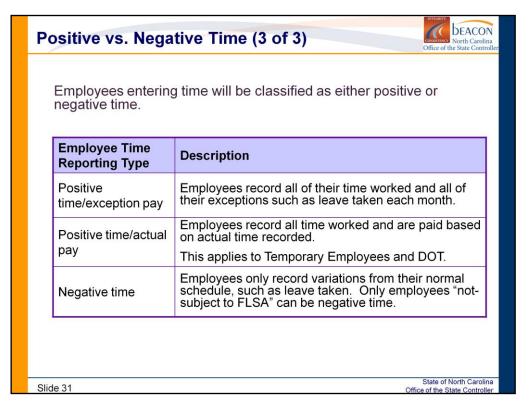
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The Time Worked (9500) code should be used to enter regular work hours for Positive Time employees. Whether an employee works 40 hours or 50 hours, all of the work hours should be recorded as 9500

 Note: If an employee is entitled to overtime pay or comp time, the system will automatically calculate this based on the hours recorded each week.

If you have NOT been instructed by your manager or human resources department to enter all of your time, but instead to record exceptions to your work schedule, you are designated as a "Negative Time" employee. In a week when a Negative Time employee makes no entry at all, the system assumes that the employee worked the required number of hours.

Notes:



When a Negative Time employee records Time Worked (9500), the system recognizes this as an exception, in addition to the hours the employee was scheduled to work. It could be appropriate for a Negative Time employee to record time worked on a holiday, or to record the extra few hours the employee may have worked in any given week.

A Negative Time employee should *not* record Time Worked (9500) for normal attendances consistent with their designated work schedule. Some Negative Time employees are eligible to accrue comp time. Comp time will be generated for Time Worked (9500) code when recorded by a Negative Time employee after any absences have been offset.

It is important to note that the BEACON system deducts approved leave according to a standard leave hierarchy (holiday comp time, overtime comp time, on-call comp time, travel comp time, vacation, bonus leave, and advanced leave). All items in the leave hierarchy fall under the Approved Leave (9000) category. For example, if an employee records an Approved Leave (9000) code, the system will automatically deduct the amount of time taken from the employee's leave quota using the established hierarchy.

Sick leave is also subject to a hierarchy (sick leave, received shared leave, and advanced sick leave).

Employees are encouraged to review the Time Entry overview guide at www.beacon.nc.gov/resources/communications.html to gain a better understanding of how time works in the BEACON system.

Notes:

## Weekly Time Entry



All agencies are encouraged to enter time weekly - even those with a monthly overtime period.

Benefits of weekly time entry:

- Employees will receive premium pay sooner. Once entered and approved, premium pay will pay in the next available payroll.
- Accurate and timely leave accrual
- Up-to-date Time Statements and Quota Overviews
- Reduced administrative burden at the end of the period

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Notes:

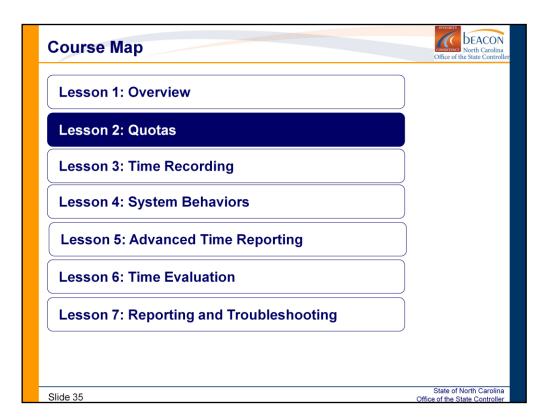
# 1. True or False – It is necessary to enter a premium code for all night, evening, and weekend shifts. 2. Which of the following is correct? - A – Negative time employees record every hour worked - B – Positive time/actual pay employees only record exceptions - C – Positive time/exception pay employees only record exceptions - D – None of the above 3. True or False – Weekly time entry is mandatory in BEACON. 4. True or False – The Time Administrator adjusts Work Schedules in SAP.

**Notes:** 

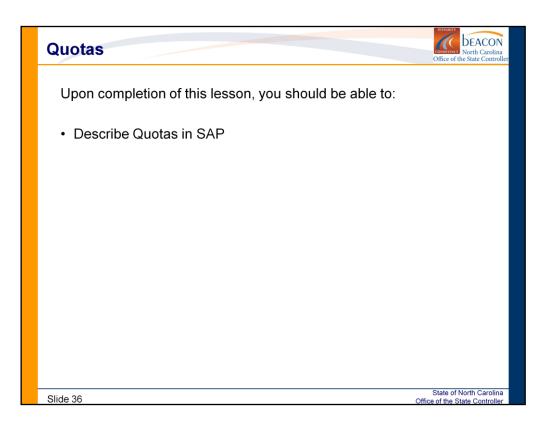
# Lesson Review In this lesson, you learned to: Describe Time Administration process Describe time Roles and Responsibilities Time Administrators vs. ESS Define new time recording terms and concepts Review work schedules Describe premium pay eligibility

### Notes:

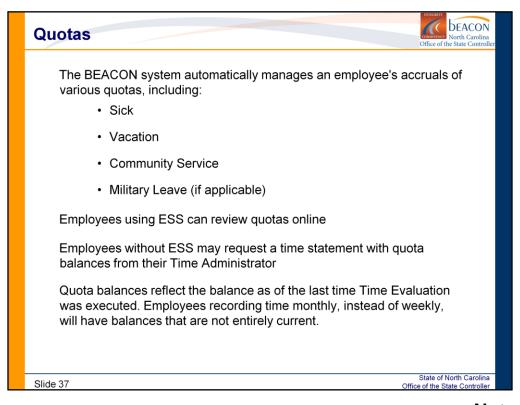
### **TM300 – Time Administration**



### Notes:



### Notes:



BEACON will also systematically manage deductions to these quotas. There are few special circumstances that require manual adjustments by a Leave Administrator to an employee's quota balances.

The following scenarios require manual quota adjustments via Infotype 2013:

- An employee electing to use his or her Community Service Leave for tutoring
- An employee hired into state service mid-year that is a member of the military reserve
- An employee requesting and being approved for Advanced Leave
- An employee requesting and being approved to receive Voluntary Shared Leave (VSL) donations
- An employee with a valid discrepancy in his or her quota

Quota corrections are created by Leave Administrators.

Notes:

Quota Type	Quota Text	
10	Vacation Leave	
15	Sick Leave	
20	Overtime Comp Time	
22	Holiday Comp Time	
24	Travel Compensatory Time	
26	On Call Comp Time	
31	Advanced Vacation Leave	
32	Advanced Sick Leave	
40	Holiday Leave	
50	Bonus Leave	
61	Adv weather # hours owed	
65	Community Service Leave	
80	Received Shared Leave	
85	Military Leave (Training)	

Specific descriptions follow on the next pages.

Holiday Leave is the holiday that is due in the next 60 days, for positive time employees.

Holiday Comp is earned when an employee works on a holiday and cannot take holiday leave within the 60-day window (30 days before and 30 days after a holiday).

# **Notes:**

### **Quota Accruals**



- · Who accrues?
  - Employees with a employer/employee non-temporary relationship with the State.
- When do Employees Accrue?
  - Positive time employees must record time worked or leave for 50% of the pay period to be eligible to accrue in that period.
- What counts for accrual?
  - Any entry that puts the employee in a pay status for that day will count towards the 50% achievement.
- · What do they accrue?
  - Hours and minutes, in decimals
- · What is prorated?
  - Annual Leave and Sick Leave are prorated for part-time employees.
     Community Service leave is prorated for new hires starting after mid-January.

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Accrual date depends on the number of work days, as derived from the employee's work schedule.

- For example:
  - An employee works 5 days a week.
  - There are 21 work days for this employee, on this work schedule, in the current month.
  - The employee would accrue his leave when time is entered and approved through the 11th workday of the month \*.

Employees with intermittent LWOP or mid-month hire dates could conceivably accrue on the last day of the month.

Any entry that puts the employee in pay status for that day will count as a 'day' towards accruing in that period. Any entry for Leave without pay (LWOP – A/A type 9400) will delay the accrual of leave until the employee meets 50% of the period in a pay status.

**Notes:** 

### Accruals - When and How



### THE RULE:

An employee will accrue their leave when they have achieved 50% of their payroll period.

- Employees who are Positive Time must demonstrate that achievement by recording time.
- Employees who record only their exceptions (Negative Time) will receive their accruals based on their planned Working Time.

**NOTE:** BEACON recommends weekly time entry to ensure timely and accurate accruals. Agencies adopting monthly entry deadlines for their Positive Time Recording population will see a delay in the monthly accruals.

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Notes:

# **Advanced Leave**

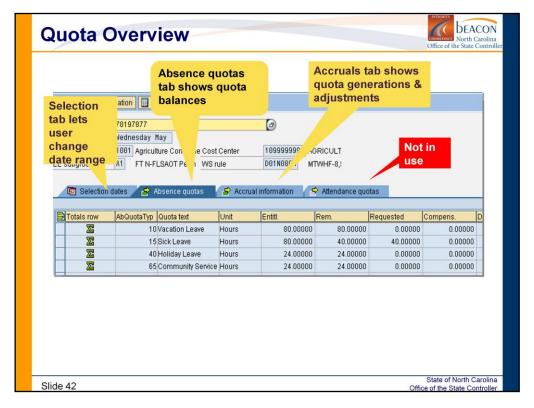


- Agencies may elect to Advance leave in accordance with OSP Policy. Typically this is rare and for a specific purpose, not vague or casual.
- A Leave Administrator, with management approval, would create an Advanced Leave Quota for the hours awarded.
- The Advanced Leave Quota will be consumed when the employee records an absence that draws on that Quota.
- The System will generate a Liability for the employee based on the hours taken. It will recover future accruals and additional hours worked towards that liability until it is satisfied.
- The Advanced Leave Request form is available online.

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Notes:



The Quota Overview (PT50) transaction has four tabs:

- Selection dates tab allows user to choose the period of time they wish to view
- Absence quotas tab shows quota types and their balances (shown above)
- Accrual information tabs shows accrual information
- Attendance quota tab not in use

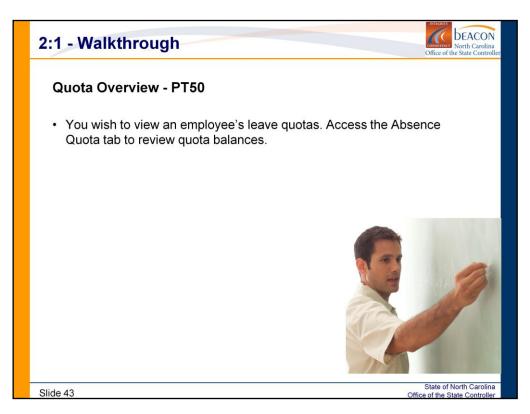
On the Absence quotas tab there are several columns showing key values:

- Entitlement quota employee is due during displayed period
- Remaining quota left for use by employee

On the Accrual Information tab:

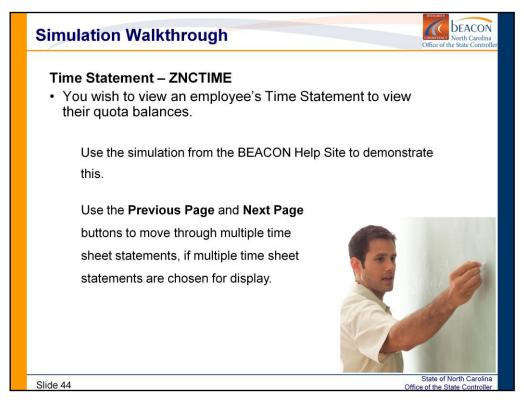
- Generated calculated by the system and ready to be moved into employees quotas during next Time Evaluation
- Transferred moved into employee's quota and available for use

**Notes:** 



Refer to your exercise guide for step-by-step instructions for this walkthrough.

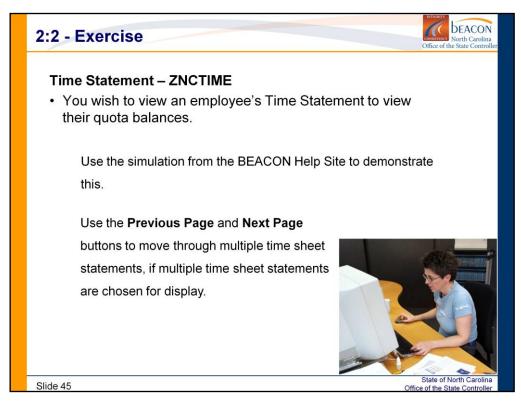
# Notes:



### **Instructor Note:**

Use a specific time period corresponding to the normal start and end of a period.

**Notes:** 

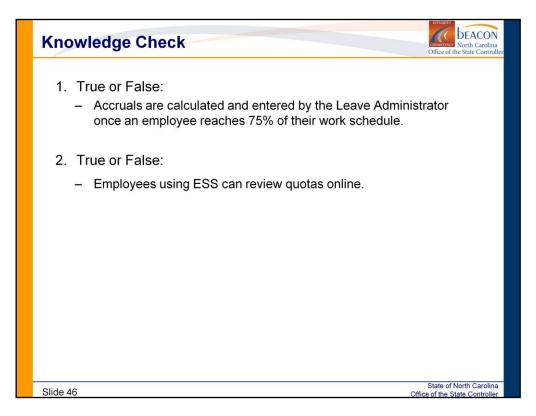


Refer to your exercise guide for step-by-step instructions for this exercise.

### **Instructor Note:**

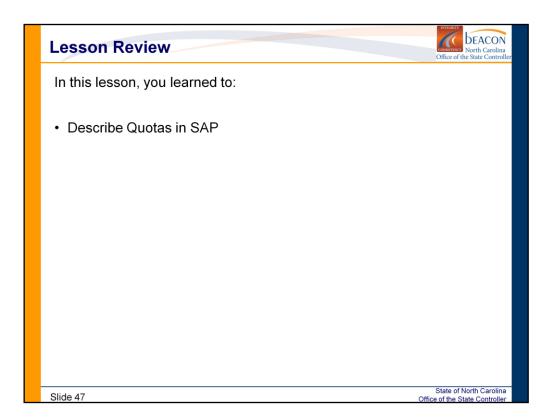
The ZNCTIME functionality is not currently available.

**Notes:** 



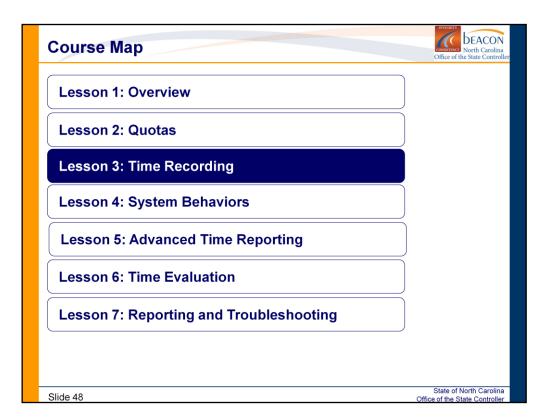
# Notes:

# **TM300 – Time Administration**



# Notes:

# **TM300 – Time Administration**



# Notes:

# Lesson Objectives Upon completion of this lesson, you should be able to: Record, review, and correct time in SAP Identify new time codes using Time Administration Quick Reference Card

# Notes:

# New Terms and Concepts Cross Application Timesheet (CATS) Data Entry Profiles Attendance/Absence type (A/A type) Multiple Selections State of North Carolina Office of the State Controller

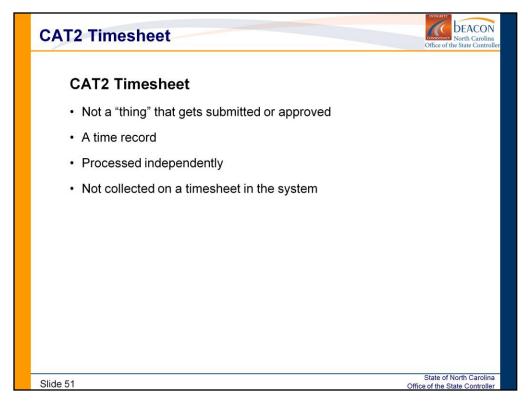
**Cross Application Time Sheet (CATS) –** Acronym in SAP for the Cross Application Time Sheet

**Data Entry Profiles –** Profile used during time entry to control fields available for use during time entry in transaction CAT2. Described in detail on next slide.

Attendance/Absence type (A/A type) – 4 digit code used during time entry to indicate the type of work or leave taken

**Multiple selections –** SAP data entry technique that allows you to enter additional values. This technique is very useful for Time Administrators who wish to enter time for more than one employee at a time.

Notes:

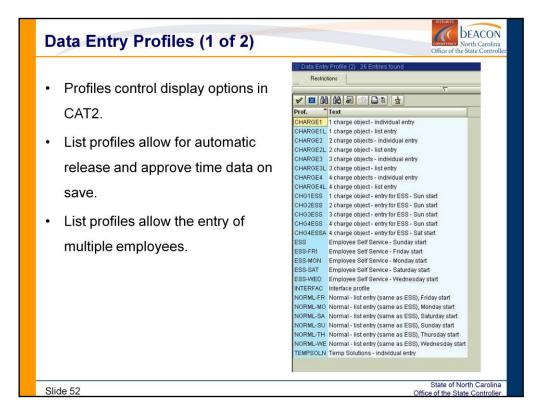


A timesheet is not a "thing" that gets submitted or approved. In SAP there are only time records – 2 hours on 5/2/08, 8 hours on 5/10/08, etc.

Each time record is processed for viewing independently and doesn't get collected on a timesheet in the system other than for viewing purposes. The view of seven days seen in ESS is just that – a view of seven days on which time records may or may not have been entered.

For negative time people, there is no need to enter time records in SAP except for exceptions like leave hours or extra hours beyond the normal schedule. BEACON will pay the employee their base pay for the month even if no time records are entered at all. No approval is required for Payroll to pay this base pay.

If "time worked" is entered for a negative time person, BEACON will assume they are extra hours beyond the normal work schedule and treat them accordingly. These exception records need to be approved. **Notes:** 



List profiles allow for the automatic release and approval of time data on save.

All profiles, other than ESS profiles, will allow for the automatic release and approval of entries made by a Time Administrator. All ESS profiles will not save time data as released and approved.

If the Time Admin needs to make changes to an approved timesheet, the Time Admin must use a profile that allows changes. All profiles (except the ESS profile) allow Time Admins to make changes to approved records.

**NOTE:** If a Time Administrator enters his or her own time through ESS, the assigned profile will default on the initial CAT2 screen. The Time Admin will need to change this default setting *every* time to an appropriate Time Administrator profile (non-ESS) to ensure the keyed entries are released and approved as expected.

**Notes:** 

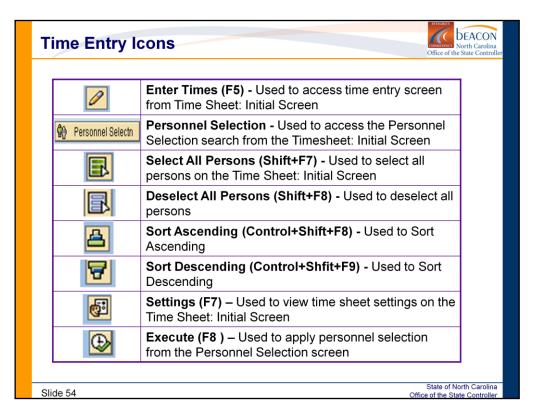
		Office of the		
	A/A Type	Description	A/A Type	Description
* = A/A type 9400 results in docking. Use with caution.	9000	Approved leave	9540	Other Management Approved Leave
	9200	Sick Leave	9545	Adverse Weather
	9300	Holiday Leave	9550	Civil Leave – Jury Duty
	9400	Leave Without Pay	9560	Community Service Leave
	9511	Remote Callback	9565	Comm. Service Tutoring
	9512	Adverse Weather Make-Up	9570	Educational Leave
	9514	Work During Emerg. Closing	9620	Military Training Leave
	9515	Travel Time 1X	9680	Worker's Comp Leave
	9516	Callback	9685	Injury Leave
	9517	On-Call		

Your instructor will hand out and lead you in discussing the Time Administration Quick Reference Card.

BEACON time entry requires the use of new time codes called Attendance/Absence types:

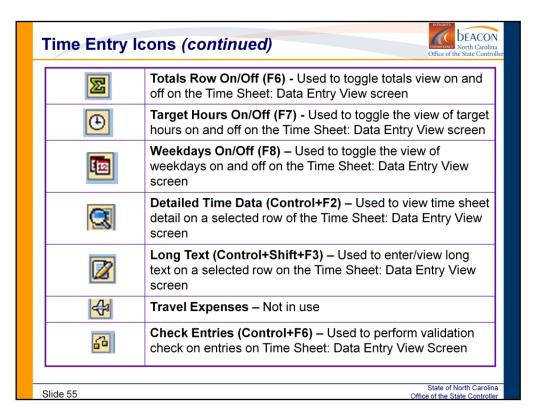
- Classify time/leave for employees
- On BEACON time sheet
- Available from drop-down list in ESS
- Available from drop-down list in Record Time transaction (CAT2) in SAP.

**Notes:** 



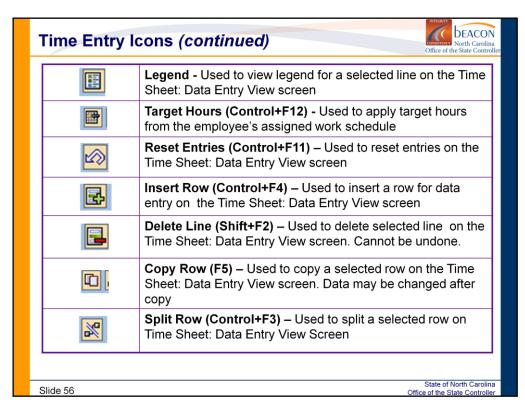
The chart above covers the icons and buttons on the Time Sheet: Initial Screen and the Personnel Selection screen.

**Notes:** 



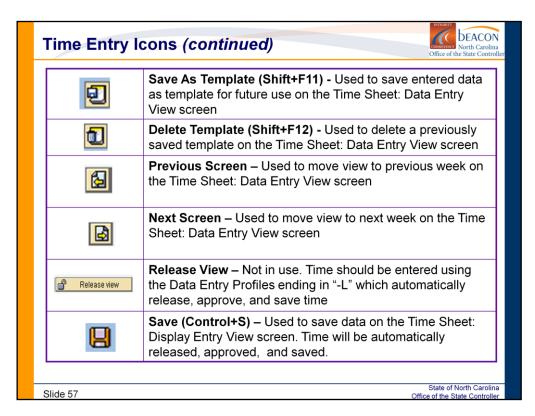
The chart above covers the icons and buttons on the Time Sheet: Data Entry View screen.

# **Notes:**



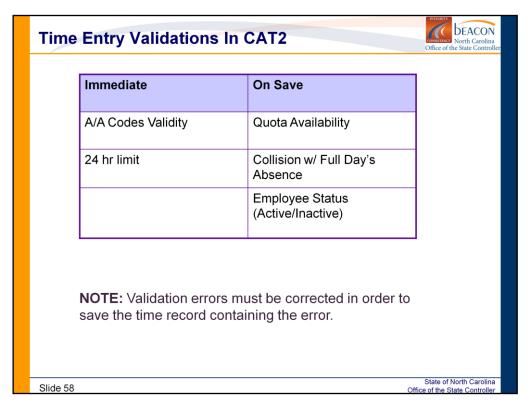
The chart above covers the icons and buttons on the Time Sheet: Data Entry View screen.

**Notes:** 



The chart above covers the icons and buttons on the Time Sheet: Data Entry View screen.

**Notes:** 



The following validations occur during time entry using CAT2:

- Quota Availability CAT2 performs quota check during time entry to ensure that sufficient quota is available. A time record may not be saved if an employee's quota is exceeded.
- Full-Day Absences CAT2 checks full-day absence to ensure leave does not exceed planned work schedule.
- A/A Groupings CAT2 checks A/A groupings to ensure that a Temporary employee does not use an A/A time code that belongs to a full-time employee.

Notes:

# **Time Entry Error Messages**



### **Check Entries Feature**

- Allows you to check entries before saving.



- Errors and warnings are identified for resolution.

### **Errors vs. Warnings**

- Errors Must be fixed before proceeding. Highlighted in red.
  - Example Invalid A/A code entered.
- Warnings A warning is an information message that may be heeded or ignored depending on the situation. Highlighted in yellow.
  - Example Number of hours entered exceed planned working times

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Notes:

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### 3:1 - Instructor Demonstration



### **Time Entry Techniques – CAT2**

This demonstration shows the following time entry techniques:

- Target Hours allows you to apply the employee's planned work schedule
- Adding lines allows you to insert an additional blank line for the selected employee
- **Split lines** allows you to split the selected line, forcing the entries to the left of the cursor to a new line
- Comments ability to add in comments for each entry. Can be used to capture explanatory text
- **Totals** allows you to view totals during data entry. Alleviates need to perform manual calculations

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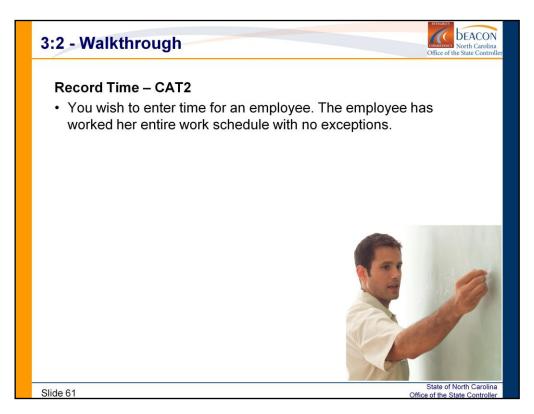
State of North Carolina

Refer to your exercise guide for step-by-step instructions for this demonstration.

Notes:

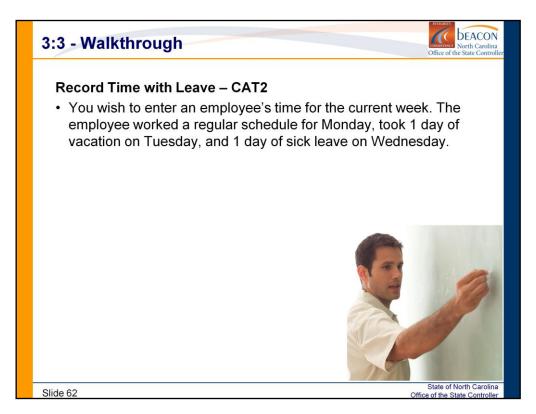
**NOTE:** Comments made in the time sheet may only be viewed in the CAT2, CAT3 or CATS\_DA transactions. There is no mechanism to report on these out of the BEACON system.

V5\_080408



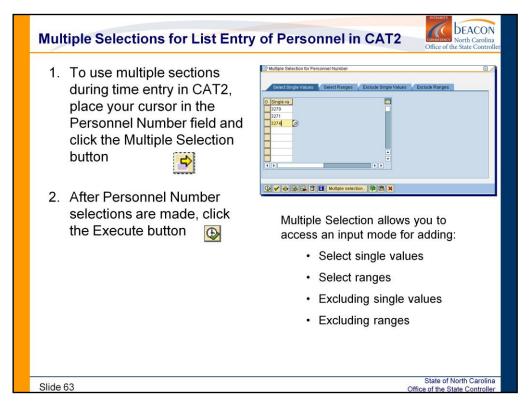
Refer to your exercise guide for step by step instructions for this walkthrough.

# **Notes:**



Refer to your exercise guide for step by step instructions for this walkthrough.

**Notes:** 

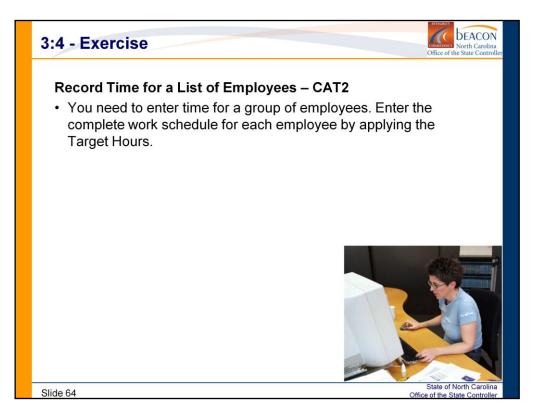


**Tip:** When using multiple sections you can copy and paste values such as Personnel Numbers from a list using the **Copy from Clipboard** button.

### To Copy From Clipboard during Multiple Selections:

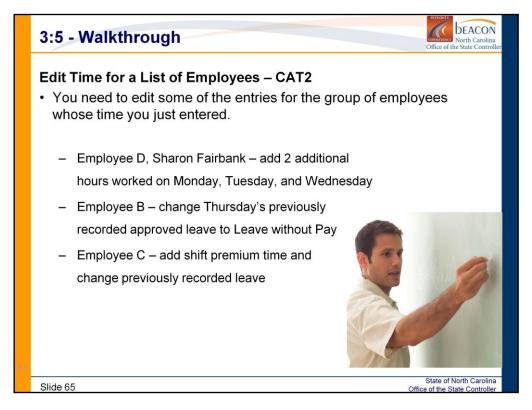
- 1. In your Word or Excel list, highlight the text you want to copy, e.g., a list of Personnel Numbers.
- 2. Press Control and C buttons on your keyboard to copy the list into the Clipboard.
- 3. In SAP, access the Multiple Selections dialog box for the field whose values you wish to load from the Clipboard.
- 4. Click the **Copy from Clipboard** button to paste values into the multiple selection dialog box.

**Notes:** 



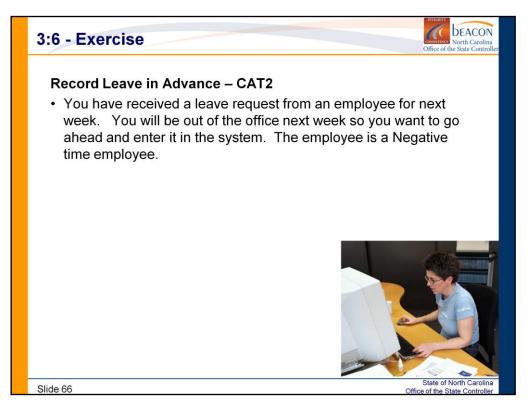
Refer to your exercise guide for step-by-step instructions for this exercise.

**Notes:** 



Refer to your exercise guide for step-by-step instructions for this walkthrough.

Notes:



Refer to your exercise guide for step-by-step instructions for this exercise.

**Notes:** 

# **Correcting Entries**



- Entries may be corrected back to the date of Go-Live. Agency business practices will determine how far back you can go to make corrections.
- Approved changes are picked up the next time that Time Evaluation is run.
- Only Time Administrators can change entries for ESS users when the time has already been approved via MSS.
- ESS users can correct time until the time is approved in MSS.

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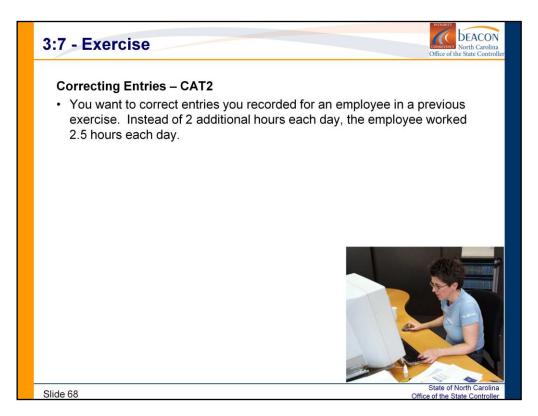
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Agencies will decide how far back they want to go to make corrections. Retroactive calculations require every subsequent period to be re-processed.

### To make a time correction:

- 1. Access employee time entry via CAT2.
- 2. Use appropriate key date for correction. You can only scroll forward or backward a certain number of weeks.
- 3. Adjust entries as needed.
- 4. Save.

**Notes:** 



Refer to your exercise guide for step-by-step instructions for this exercise.

**Notes:** 

# **Tending to ESS Employees**



- Failure to Release Time
  - ESS Time must be released by the employee before it can be approved by the supervisor.
  - Time Approvers may approve time if the Manager fails to do so. Time
     Administrators cannot approve ESS entries.
  - Time administrators can enter time in SAP for ESS users that cannot make entries. Time entered by the Time Admin on behalf of an ESS user is saved as approved time. It would be an exception to normal procedures.
- · Corrections After Approval
  - Time Administrators can make approved changes.

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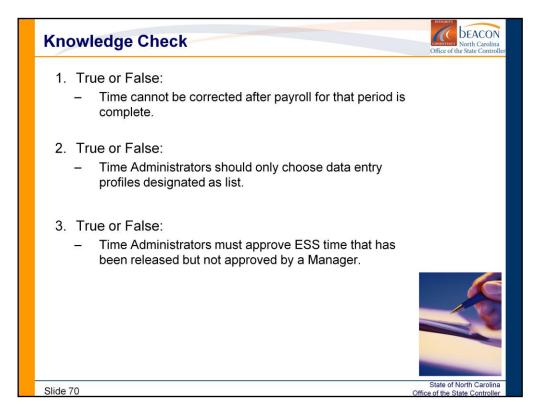
Display Working Times (CATS\_DA) may be run for time that has been not released. Run the report using the Personnel number and restrict the display to the Processing Status 20 – time Released for approval.

To resolve the unapproved time, contact the Manager and request they use the Manager Self Service (MSS) Portal to approve.

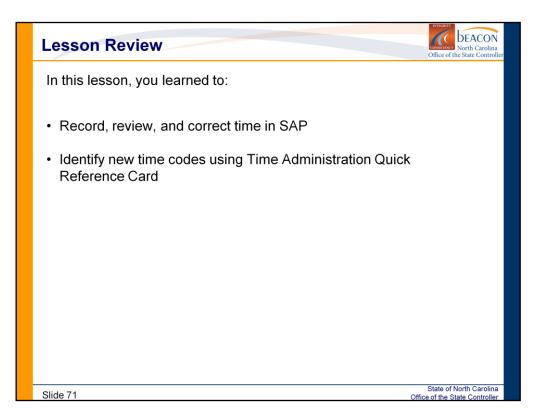
Alternatively, if the manager is not available, the backup Time Approver may use Approve Time (CATS\_APPR\_LITE) to approve the time directly in SAP. This responsibility is given to some Payroll and HR Master Data Administrators in Agencies using ESS.

A Time Approver Quick Reference Card, online work instructions, and simulations are available in BEACON Help to support this process.

**Notes:** 

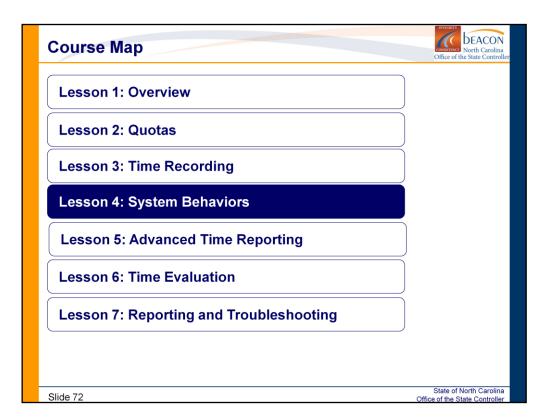


# Notes:



# Notes:

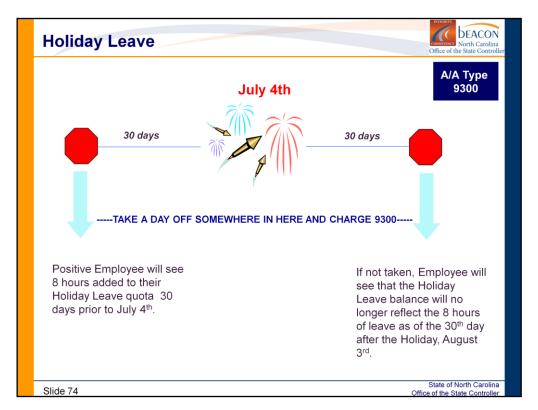
# **TM300 – Time Administration**



# Notes:

# Lesson Objectives Upon completion of this lesson, you should be able to: Describe key system behaviors Holiday Behavior The Leave Hierarchy Leave Offsetting Recovery of Liabilities Work Schedule Changes

### Notes:



### **Positive Time Employees**

Will see holiday leave is displayed in their quotas 30 days before the holiday

May take the holiday from that date forward, not to exceed 30 days after the holiday

May observe the holiday on the day it naturally occurs. This 60 day holiday period is designed to provide flexibility for agencies with 24x7 operations.

- If the holiday falls on a regularly scheduled work day, and the employee is off, the employee should record 9300, Holiday Leave.
- If the employee works on the Holiday, the employee will record work hours, will receive equal time off, up to 8 hours, and the relevant holiday premium pay. The Holiday Leave (9300) will be converted to Holiday Comp Time and placed in the appropriate Leave quota.
- If the holiday falls on a non-scheduled work day, the employee may record their holiday leave (9300) on another day, an absence they should arrange with their supervisor.

### For Employees that do not record Holiday time within the 60 day period and who did not work on the holiday:

- 1) The holiday quota will be reduced to zero.
- 2) The Time Administrator will see error messages daily until the Time Admin or Leave Admin verify that the employee did not have the benefit of the holiday. (Future functionality)
- 3) If the employee did not have the benefit of the holiday, the former Holiday Leave will be converted to Holiday Comp.
- 4) If the employee DID have the benefit of the holiday, the previous time entries will have to be corrected to reflect it.

Notes:

### Holiday Behavior - Positive Time Employees



### Scenarios

- If the holiday falls on a regularly scheduled work day, and the employee is off, the employee should record 9300, Holiday Leave.
- If the employee works on the Holiday, the employee will record work hours, will receive equal time off, up to 8 hours, and the relevant holiday premium pay. The Holiday Leave (9300) will be converted to Holiday Comp Time and placed in the appropriate Leave quota.
- If the holiday falls on a non-scheduled work day, the employee may record their holiday leave (9300) on another day, an absence they should arrange with their supervisor.

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### **Holiday Leave Availability:**

Holiday Leave is available in the system 30 days before the holiday and will remain available for use until 30 days after the holiday.

If an employee does not record holiday leave in that period, the system generates an error message that must be resolved by the Leave Administrator. If the employee took the time off, but failed to reflect it on the timesheet, that must be corrected. If the employee did not have the benefit of their Holiday, the Leave Administrator may transfer the expired Holiday Leave to the Holiday Comp leave quota.

### **Notes:**

### **Holidays and LOAs**



- When an employee is on a LOA all holiday processing will be suspended.
- Employees that are using quotas (leave, vacation, sick) may be entitled to a holiday. The Leave Admin will be responsible for creating a holiday quota under those circumstances.
- When the positive employee returns from a LOA all holidays in the next 30 days will be restored.

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Notes:

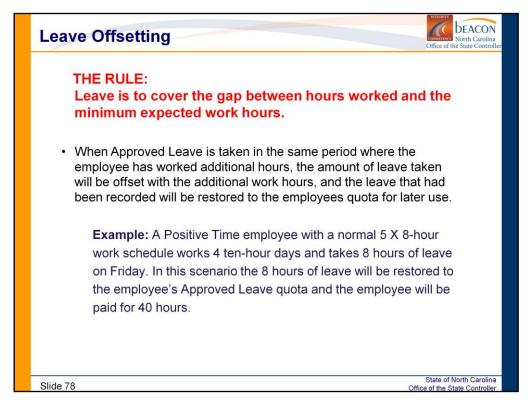
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## Holiday Behavior – Negative Time Employees For Non-Subject employees who record exceptions only: The only exception for these employees is if they WORK on the holiday. Otherwise, it will be assumed that they had the benefit of the holiday. Some agencies allow the employees who normally work 4x10 to revert to a 5x8 schedule in the week of a holiday. This will not require a change to the employees work schedule.

**Notes:** 

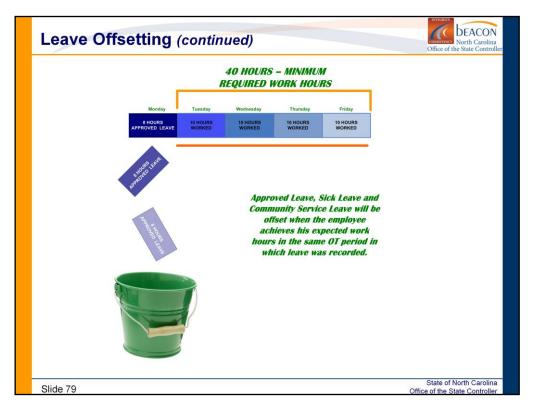
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For more information about the OSP Leave Offsetting policy please consult the Leave policies:

http://www.osp.state.nc.us/manuals/manualindex.htm

**Notes:** 



Quotas with established limits will be offset:

Entries made for Leave in excess of the minimum required work hours will automatically be restored to the employee's leave quota.

Leave restoration will be first taken, first restored. If a monthly employee takes Approved Leave in Week 1, and then a day of Sick Leave in Week 2, and then works an additional 8 hours in Week 4, the Approved Leave in Week 1 will be the first to be restored.

Leave Offsetting is done within an OT period. For normal, 40-hour, subject personnel, Leave Offsetting will be done within the 7 day OT period. For 28-day employees, the entire 28-day period is subject to offsetting.

**Notes:** 



The CATS time entries will not be changed – only the results will reflect the offset

Leave taken will show in as 'used' on the Time Statement.

When the employee records additional work hours the leave taken will be 'offset' by the additional hours.

The leave quota will show a beginning balance, accrued, used, offset, and an ending balance.

**Notes:** 



All absences recorded as '9000 - Approved Leave' will be subject to this Leave Hierarchy. The Leave Hierarchy reflects the order in which leave balances will be relieved when Time Evaluation encounters an entry for an Approved Absence. At the point of entry, the quotas are checked in succession until enough quota is found to cover the recorded absence. The system will only return a message 'no quota available' if it has checked each bucket and not found a balance to cover the absence.

The quotas will be automatically relieved in this order.

- 1) Holiday Comp
- 2) OT Comp
- 3) On-Call Comp
- 4) Travel Time Comp
- 5) Vacation
- 6) Bonus
- 7) Advanced Leave

For more information about OSP Leave policies, please refer to the OSP website:

http://www.osp.state.nc.us/manuals/manualindex.htm

Notes:



The Sick Leave Hierarchy represents the order in which the system will relieve quotas when an entry of 9200 is recorded. Like the Approved Leave Hierarchy, the quotas are checked at the point of entry, and the quotas are relieved when Time Evaluation is run.

### **Notes:**

### **Recovery of Liabilities**



### Adverse Weather

 If an employee has an outstanding Adverse Weather liability and works additional hours, the additional hours are used to pay back the liability until it is satisfied.

### Advanced Leave

- As leave is accrued, it is used to satisfy an outstanding Advance
   Leave liability of the same type (e.g., vacation accruals are used to pay back vacation advances).
- If an employee has an outstanding Advanced Leave liability and works additional hours, the additional hours are used to pay back the liability until it is satisfied.

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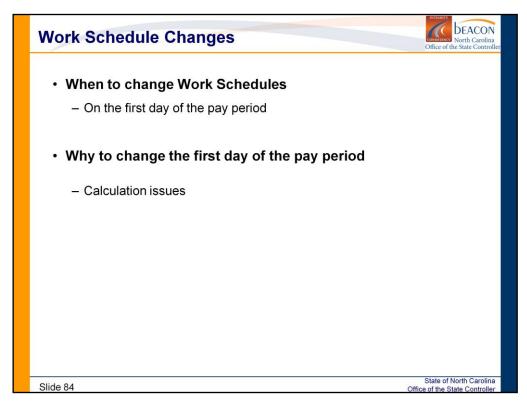
### **Adverse Weather**

- Absence due to adverse weather is entered using the Adverse Weather A/A type – 9545.
- During Time Evaluation this A/A type will cause the creation of an adverse weather liability.
- During subsequent Time Evaluation the system will check for the Adverse Weather Make-up A/A type – 9512 or additional hours worked.
- The adverse weather liability will be reduced accordingly when either is present.

### **Advanced Leave**

- OSP policy allows advanced leave to be granted to employees provided it is formally approved by the employee's Agency. With proper approval, an employee can receive advances of Sick and Vacation leave in amounts not exceeding that which an employee will accrue within the remainder of the calendar year.
- Due to the fact that an employee cannot maintain negative leave balances in BEACON, a Leave Administrator will create a separate Absence Quota equal to the approved amount of Advanced Leave.
- When the Advanced Leave quota is reduced, the system will create and manage a separate Quota to represent the liability that the employee owes the State by using leave in advance of accruing it.
- As leave is accrued, the liability is then reduced accordingly.
- All outstanding leave liabilities will be recovered (by docking or offsetting with another leave type) on December 31<sup>st</sup>.

**Notes:** 

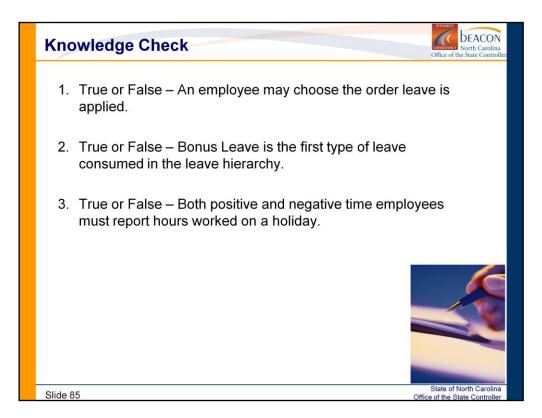


If at all possible, change work schedules on the first day of a pay period so that the entire pay period contains the same work schedule.

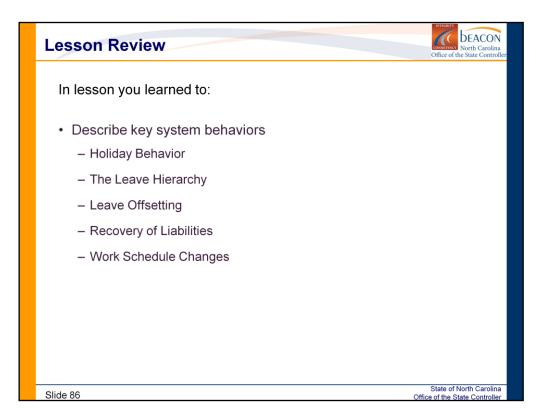
If it is not possible to wait until the next pay period to change the work schedule rule (i.e., promotions, LOA w/pay, etc.), it is permissible to change the work schedule within a period. If the change is made on a day other than the first day of the pay period, the calculation for achievement of 50% for that period may be affected.

**NOTE:** All FLEX schedules assume five days of every seven days are work days for the calculations related to the achievement of 50%.

Notes:

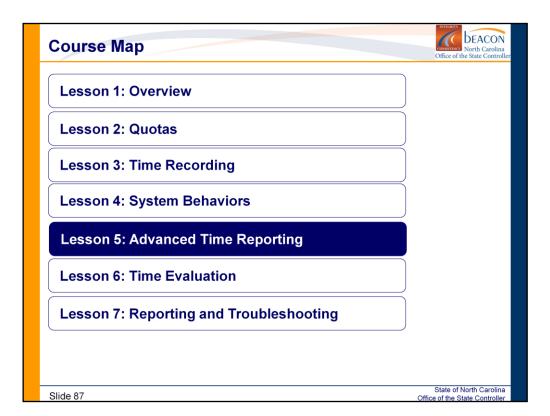


### Notes:

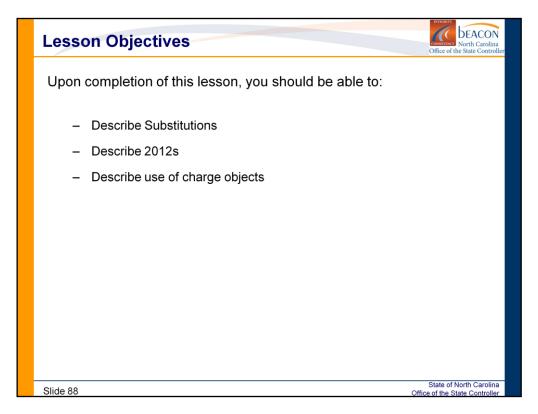


### Notes:

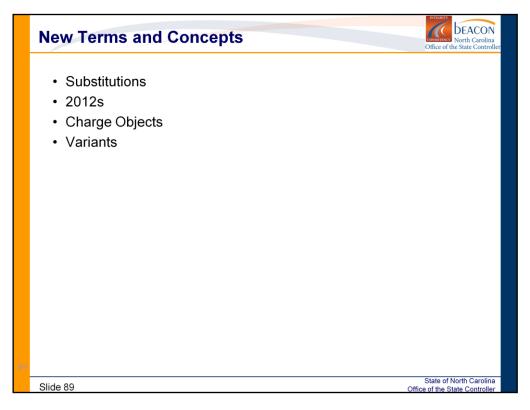
### **TM300 – Time Administration**



### Notes:



### Notes:



**Substitutions –** Over-writing daily work schedule with new shift schedule. Used when an employee makes a shift change that is premium pay relevant. Refer to the OSP policies for questions about substitutions.

**2012s –** Individual Time Management Specifications are used to affect an employee's pay.

**Charge Objects –** Charge Objects offer a way for agencies to track hours against projects, funds, grants and programs. Charge Objects may also include details about activity types and/or specific tasks. Hours recorded to Charge Objects will be available for reporting. Reporting the cost of those hours recorded to a particular Charge Object is not supported in BEACON.

**Variants** – A Variant in SAP is a set of saved selection criteria to be used during data entry or reporting. Described in detail on slide following the Data Entry Profile slide.

Notes:

### **Substitutions**



- · Premium pay derived from Work Schedule
  - Employee is eligible
  - Employee is on a shift pay relevant work schedule
  - Employee will receive shift pay for hours recorded on scheduled work days
  - Non-scheduled work days do not carry shift designations
- Premium pay derived from Substitution
  - Employee is eligible
  - Employee's daily work schedule is substituted for a premium eligible shift
  - Employee will receive shift pay for hours recorded on that day

(Continued)

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These are ways that employees get premium pay. They position must be eligible, and the employee must work the hours, and have the right schedule. Substitutions are done for an entire shift.

**Notes:** 

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## Premium pay – derived from push codes - Employee is eligible - Employee hours are recorded with a push code - Employee will receive shift pay Push codes – slang for the premium number on the timesheet screen. - Used to indicate which hours should receive the Night or the Evening Shift premium.

**Risks** – Using push codes instead of proper shift assignment or substitution creates a risk of inequity among employees of the same class on the same shift. The best practice is to use substitutions or a work schedule change via the HR Master Data Maintainer rather than push codes.

**Push Codes** - Slang for the Premium Number on the timesheet screen. It is used to indicate which hours should receive the Night or the Evening Shift Premium. There is also a Premium Number value that indicates time eval should Stop Premium for those employees whose indication of premium payment is triggered behind the scenes by their assignment to a shift premium designated work schedule.

For example, if someone worked 8 hours of a normal day schedule, and 1 hour in the evening, they would use the Evening Premium code (or push code) on a second line for that 1 additional hour to mark it as being worked in the evening. If the person is on an evening schedule, their position work schedule is already marked as evening premium eligible. If they come in an hour early in the day schedule time frame they would enter a second line with that hour and mark it with a Stop Premium code if that 9th hour is not eligible for a premium. This may vary by agency. There are three premium codes right now: Night Premium, Evening Premium, and Stop Premium.

Notes:

### **Substitutions**



- The Daily Work Schedule is overwritten with properties of the Substituted schedule. Employee may then:
  - Record work time
  - Record leave time
- · Examples of Daily work Schedules:
  - 1D08 Day Shift 8 hours
  - 1E08 Evening Shift 8 hours
  - 1N08 Night Shift 8 hours
- · Weekends
  - The system always knows weekends. Weekends start with Night shifts on Friday. An employee that records work time on Saturday who is eligible for Weekend premium pay will receive weekend premium pay, without a substitution.

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Substitutions may be daily, or may be for weeks at a time.

Notes:

### 5:1 - Instructor Demonstration



### Substitute Work Schedule - PA61

- An employee who works nights is asked to work extra shifts on her day(s) off. Her position is defined as Night Premium eligible. All hours worked will receive night shift premium automatically. If she works any hours of day shift, the Create Work Schedule Substitution process has to be used to record her hours as Non-Night Shift Premium eligible. She is a Negative time employee who is working her regularly scheduled days off. Therefore, you must record her time for any time she has worked on her days off.
- To ensure proper shift premium is received, perform daily substitutions to make the days off to normal work days. The substitutions should be made for Sunday and Monday which are her standard days off.

**NOTE:** Ensuring that employees are substituted properly when they work at times other than their planned work schedule is very important.

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Refer to your exercise guide for step-by-step instructions for this demonstration.

Notes:

### 5:2 - Exercise



### Substitute Work Schedule - PA61

- An employee who works nights is asked to work extra shifts on her day(s) off. Her position is defined as Night Premium eligible. All hours worked will receive night shift premium automatically. If she works any hours of day shift, the Create Work Schedule Substitution process has to be used to record her hours as Non-Night Shift Premium eligible. She is a Negative time employee who is working her regularly scheduled days off. Therefore, you must record her time for any time she has worked on her days off.
- To ensure proper shift premium is received, perform daily substitutions to make the days off to normal work days.
   The substitutions should be made for Sunday, Wednesday, and Saturday which are her standard days off.

**NOTE:** Ensuring that employees are substituted properly when they work at times other than their planned work schedule is very important.

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Refer to your exercise guide for step-by-step instructions for this exercise.

After making a Substitution, access CAT2 to verify the work schedule substitution is correct.

**Notes:** 

### 2012s Individual Time Behaviors



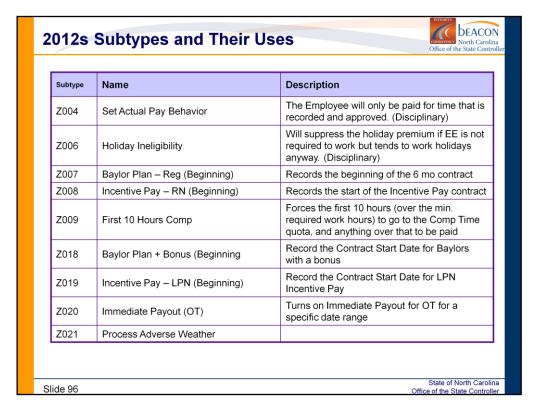
- These are Personal Time Transfer Specifications that can affect an employee's pay.
- Used to turn on or off pay relevant behaviors for individuals
- Used to track start and end dates for incentive pay contracts
- Used to isolate employees with exceptions to routine time (OT and /or leave accruals)

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Because 2012s can affect employee pay, they are maintained by the HR Master Data Maintainers. As Time Administrators, is it important to know that they exist, but you will not have the ability to create or change them.

**Notes:** 



2012s are set up by the HR Master Data Maintainer.

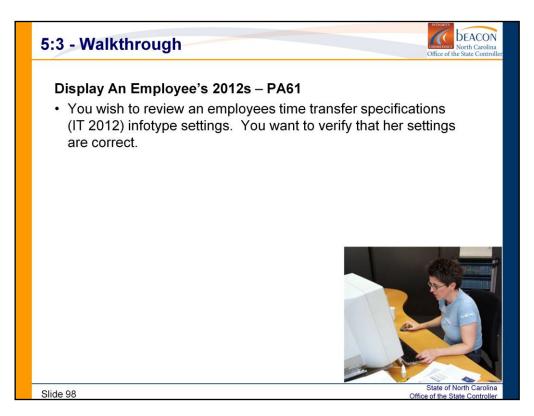
### Z004 - Actual pay

Employees that are habitually absent without explanation, and for whom an assumption of full base pay would likely result in an overpayment, may be set to 'actual pay'. This would result in the employee being paid only for recorded work time.

**Notes:** 

Subtype	Name	Description
Z025	Commerce Monthly Longevity	Flags Commissioners with Monthly longevity entitlements
Z030	NCSSM SAAO	Flags NCSSM personnel for unique rules
Z031	Non-Faculty	Flags NCSSM personnel for unique rules
Z032	Faculty	Flags NCSSM personnel for unique rules
ZZ07	Baylor Plan – Reg (End)	Record the Contract End Date for Baylors
ZZ08	Incentive Pay – RN (End)	Record the Contract End Date for RN Incentive Pay
ZZ18	Baylor Plan + Bonus (End)	Record the Contract End Date for Baylors with a bonus
ZZ19	Incentive Pay – LPN (End)	Record the Contract End Date for LPN Incentive Pay

### Notes:



Refer to your exercise guide for step by step instructions for this walkthrough.

**Notes:** 

### **Charge Objects**



- Agencies may use Charge Objects to track hours against projects, funds, grants, and programs.
- · Hours recorded to Charge Objects will be available for reporting.
- Reporting the cost of hours recorded to a particular Charge Object is not supported in BEACON.

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Charge Objects are entered using specific charge object data entry profiles (e.g., Charge4-L).

Each Agency will maintain its own list of Charge Objects in the BEACON SAP system.

The four levels are optional, not required. Agencies using just a single number, up to 12 digits, may continue to use just that identifier.

Notes:

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## Time Entry Using Charge Objects – CAT2 You wish to enter time for Employee B (Sarah Beckham) using one charge object. NOTE: The charge object field is free form. It is helpful to keep an Excel list of valid charge objects that may be used to copy and paste valid charge objects during time entry. Not every Agency will be using charge objects.

Refer to your exercise guide for step by step instructions for this walkthrough.

In this List profile, the Time Admin makes entries directly to the charge object field. It is not restricted to specific values. In ESS, an employee doing their own time entry is restricted to a "Worklist" of values they may select to charge their time **Notes:** 

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### **Variants**



- A Variant in SAP is a set of saved selection criteria to be used during data entry or reporting.
- · Advantages of variants:
  - 1. Faster entry
  - 2. Reduced errors
  - 3. May be used by more than one Time Administrator

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### To create a Variant for Record Time Entry:

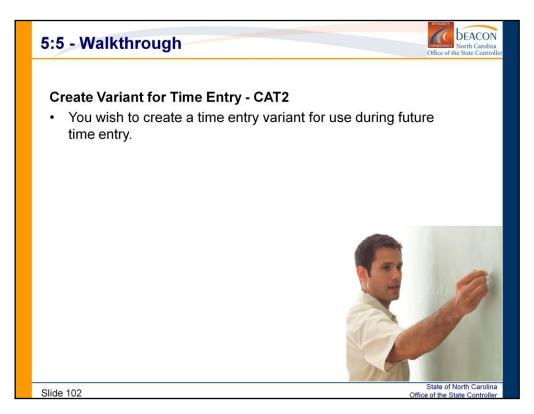
- 1. Enter Personnel numbers using Multiple Selection functionality.
- 2. Click Save As Variant button.
- 3. Enter Variant Name and Description.
- 4. Click Save.

### To use a Variant:

- Click **Get Variant** button or select menu path Goto > Variant > Get.
- 2. Double-click desired Variant to select.
- 3. SAP will populate CAT2 with Personnel numbers in Variant.
- 4. Modify and enter data as needed.

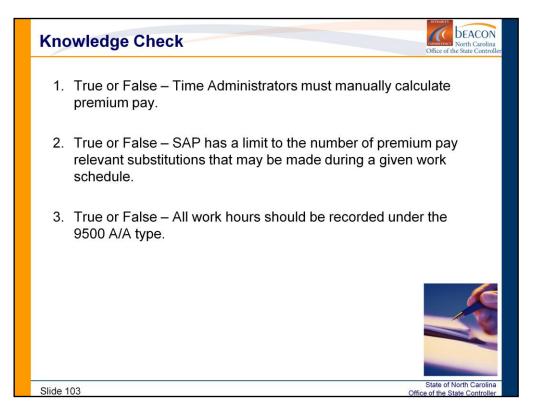
**NOTE:** You may change variants by saving the new variant with the same name. The system will warn you that the variant will be overwritten.

Notes:



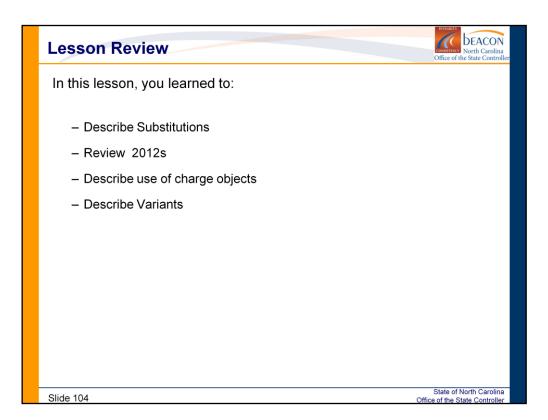
Refer to your exercise guide for step-by-step instructions for this walkthrough.

**Notes:** 



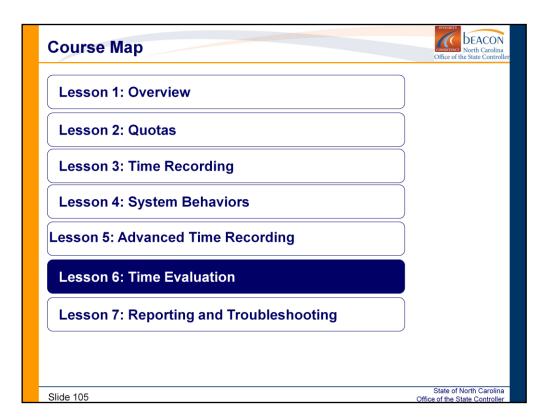
### Notes:

### **TM300 – Time Administration**

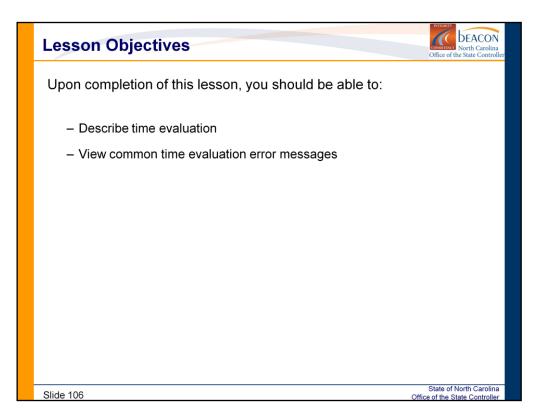


### Notes:

### **TM300 – Time Administration**



### Notes:



### Notes:

# New Terms and Concepts Time Evaluation Time Evaluation Error Log Time Management Pool Slide 107

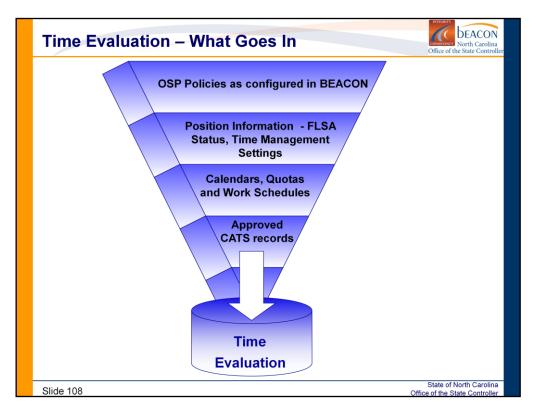
**Time Evaluation –** Automated nightly batch Job that reviews approved time. Time Evaluation:

- calculates planned time and overtime
- determines premium pay (shift pay, holiday premiums)
- converts recorded time into codes to be used by Payroll

**Time Evaluation Error Log –** Generated during Time Evaluation run

**Time Management Pool –** Transaction that allows Time Administrator to view time evaluation messages, planned working time, time statements, and quota balances

Notes:

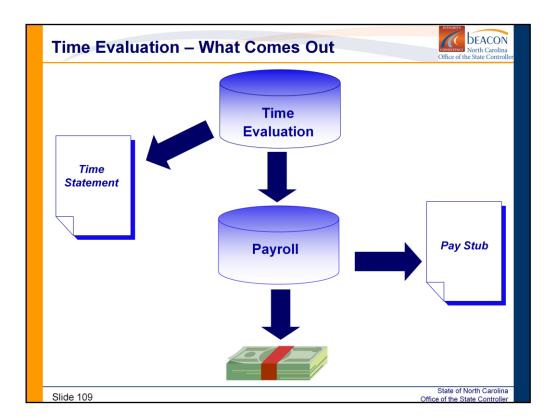


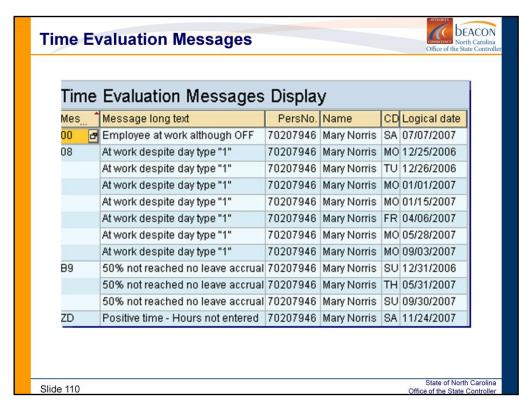
Time Evaluation determines:

- OT/Comp Time
- Premium Pay
- · Leave Offsets
- · Recovery of outstanding liabilities

Payroll picks up Time Evaluation results and generates pay checks.

Notes:



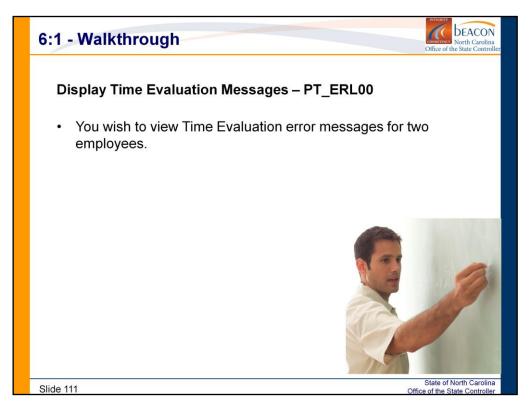


One of the primary responsibilities of the Time Administrator will be to review the error log generated during Time Evaluation.

This is accomplished via the Time Evaluation Error Messages transaction (PT\_ERL00).

**Tip:** Time Administrators can save time generating this report by setting up a Variant containing the Personnel Numbers of the employees that they monitor in their agency and the messages that require action.

**Notes:** 



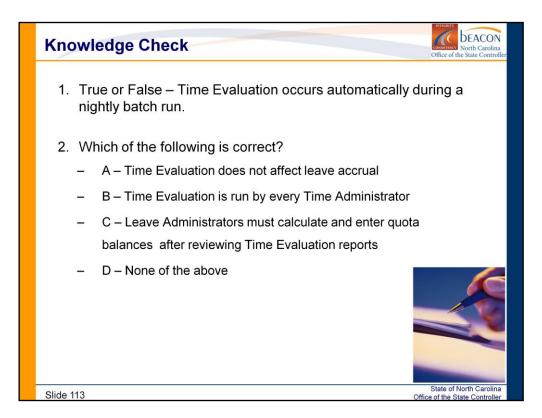
Refer to your exercise guide for step-by-step instructions for this walkthrough.

When executing this report it is recommended to use only the relevant period unless specifically troubleshooting a single employee due to the large number of records. **Notes:** 

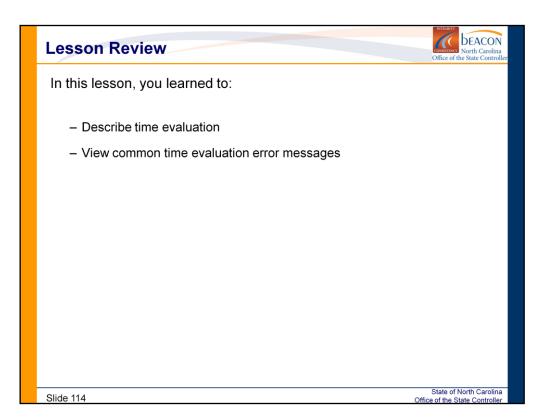
Msg Type	Description	Required action	
01	Employee not at work	Scheduled, but no entry was made. Check Entries	
35	Locked/Unlocked records exist	Employee was not processed	
A2	Holiday not taken	Must determine if Holiday WAS taken, or WORKED. Correct timesheet OR contact the Leave Admin	
B3	Education emp not on ED calendar	A 10 or 11 month employee on the wrong calendar will be improperly compensated	
B1, B5, B6	Not eligible for premium	(all types) Need to check employees Time Management Settings on Time Statement	
B7	Minimum reqd hrs not recorded	Employee will be docked when LWOP is recorded. Chec entries	
В9	50% not reached no leave accrued Employee has not achieved 50% of work schedule and therefore has not accrued leave. Check entries for accuracy		
ZV, ZW, ZX	Must reconcile liability	Employee liability (weather, vacation, or illness) is a year old and must be reconciled	

Contact the BEST Shared Services Center if you encounter errors that you are unable to resolve. Messages will recur until they are resolved, therefore it is important to monitor them on a regular basis.

## **Notes:**

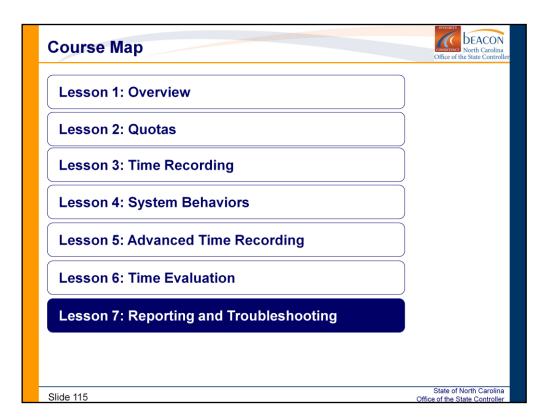


## **TM300 – Time Administration**

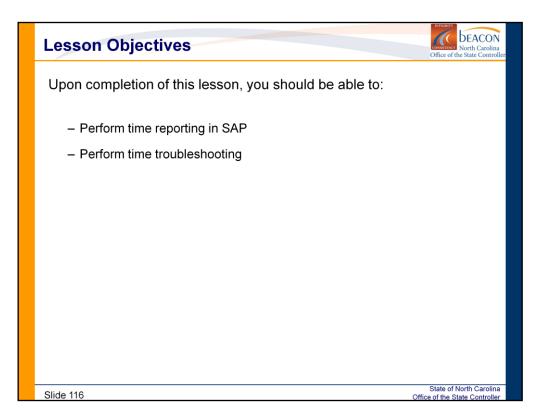


# Notes:

## **TM300 – Time Administration**



## Notes:



## **About Troubleshooting**



### **PRACTICE**

This lesson is designed to introduce troubleshooting. After class be sure to practice and explore during practice in the Transition Centers.

### **BE PATIENT**

Troubleshooting is a skill that is honed over time – don't be alarmed if you don't feel like an expert at the end of class.

#### IT GETS EASIER

As you become more familiar with the BEACON system, data, processes, and transactions your comfort with troubleshooting will increase.

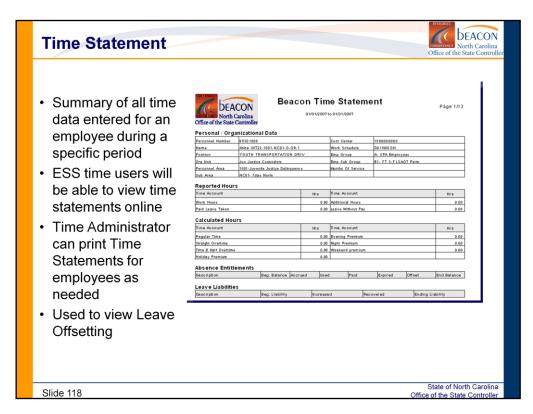
## **DON'T WORRY**

The transactions discussed in this topic are displays and reports. They don't update or change data so running them will not "hurt" anything.

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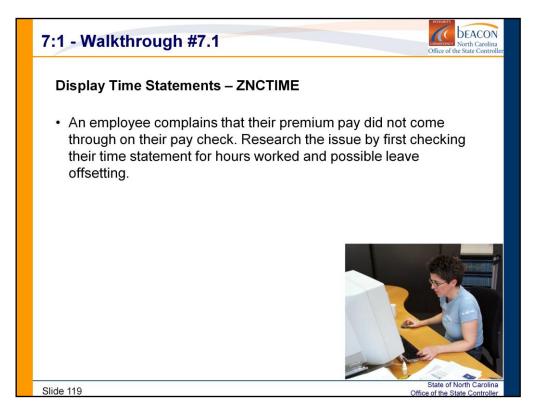
Notes:



Time statements may be printed individually or via a batch process by the Time Administrator.

The Time Statement is a summary of the employee's time in a given pay period, after Time Evaluation.

**Notes:** 



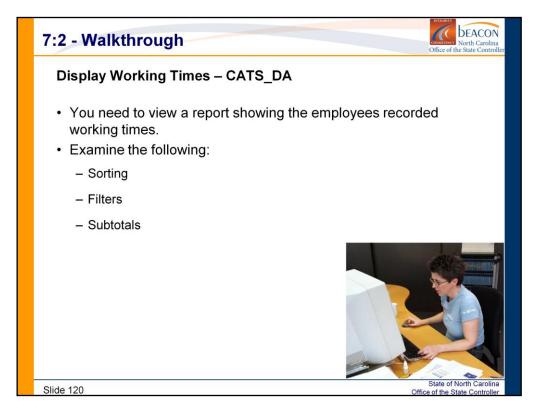
Refer to your exercise guide for step-by-step instructions for this walkthrough.

This walkthrough covers one-third of the troubleshooting of premium pay. After viewing the time statement you must view CATS entries in CATS\_DA or CAT3 and then check the work schedule/substitutions in PA61.

### **Instructor Note:**

The ZNCTIME functionality is not currently available.

Notes:



Refer to your exercise guide for step-by-step instructions for this walkthrough.

**Notes:** 

## **Troubleshooting Premium Pay Issues**



- 1. Time Statement (ZNCTIME) Check employee's time statement to see if a leave offset was made.
- 2. Time Statement (ZNCTIME) Check Time Management Settings to see if employee is in an overtime eligible Position.
- 3. Display Working Times (CATS\_DA or CAT3) Check for leave in same period which may result in an offset.
- 4. Substitution (PA61) Check to see if a substitution shows in their work schedule.

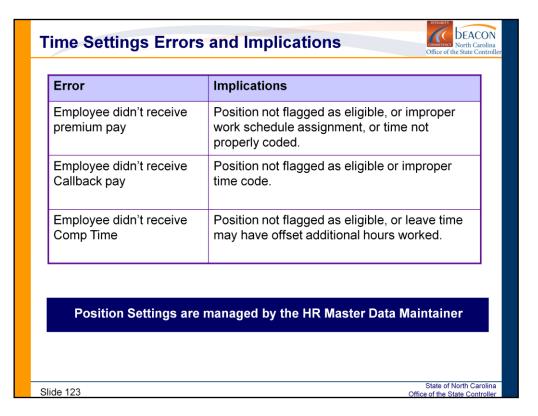
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**NOTE:** If these troubleshooting techniques do not help resolve the issue, contact the BEST Shared Services Time team.

Notes:

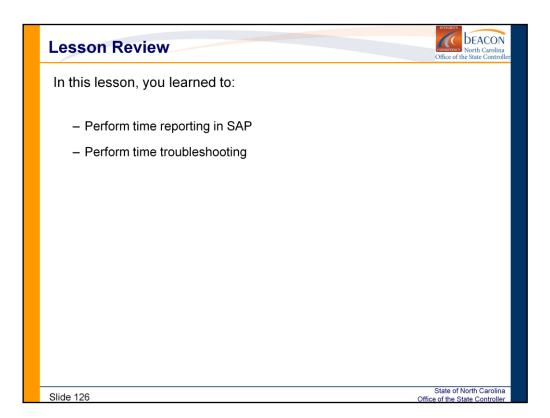
Employee listed incorrectly on days instead of evenings or nights Hours en	tered will not receive
metead of everinings of ringrite promising	
	e will be unable to record a absence when recording



Error	Implications
A code is entered that is invalid	System will require that the entry be corrected or deleted before proceeding.
A premium code is entered and the employee isn't eligible	If premium codes are used and the employee is not eligible, Time Evaluation will ignore the premium code.
An A/A code is used and the employee isn't eligible	If the Call Back code is entered and the employee isn't eligible the employee will not receive Call Back compensation.
A code is used for a quota that doesn't have sufficient balance	On save, system will indicate errors that must be corrected before saving the timesheet(s).

Employee will not receive premium pay UNLESS the
Position they hold is eligible.
Premium will not double up, it is an either/or, not an additive behavior.
0

## **TM300 – Time Administration**



# Notes:

## **Course Review**

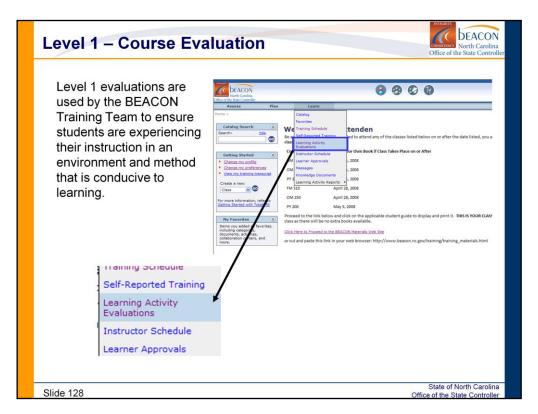


You should now be able to:

- · Describe Time Administration process
- · Describe time Roles and Responsibilities
  - Time Administrators vs. ESS
- Define new time recording terms and concepts
- Identify new time codes using the Time Administration Quick Reference Card
- · Review work schedules
- · Describe premium pay eligibility
- · Record, review, and correct time in SAP
- · Describe system behaviors
- · View common time evaluation error messages
- · Perform general time reporting and troubleshooting

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Notes:



### **Level 1 Evaluations**

The Level 1 evaluation classes is accessed as shown above (Learner Home Page > Learn > Learning Activity Evaluations).

Ask your instructor if you have any difficulty accessing the course evaluation.

**Notes:** 

# Next Steps • Monitor BEACON communication - BEST Shared Services web site (especially the Updates tab) - URL: <a href="http://www.ncosc.net/BEST/">http://www.ncosc.net/BEST/</a> • Review conceptual materials • Access BEACON Help - Access from an SAP transaction - URL: <a href="http://help.mybeacon.nc.gov/beaconhelp">http://help.mybeacon.nc.gov/beaconhelp</a> • Practice what you've learned - URL: <a href="https://mybeacon.nc.gov">https://mybeacon.nc.gov</a> - Client 899 - Use your current NCID user name and password

Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

Keep your training materials close by as a ready reference.

## Want to practice what you have learned from your desk?

 Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

## Need transactional assistance after go live?

 Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction. Notes:



Transaction	Description	Туре
CAT2	Enter Time	D+E
CAT3	Display Time	D+E
PA61	Substitute Work Schedule	D+E
PT50	Quota Overview	D+E
ZNCTIME	Time Statement	D+E
PT_ERL00	Time Evaluation Messages	D+E
CATS_DA	Display Working Times	D+E